

## **1 FAM 100 GEOGRAPHIC BUREAUS**

### **1 FAM 110 STATEMENTS OF COMMON RESPONSIBILITIES OF REGIONAL BUREAUS**

*(CT:ORG-261; 03-28-2012)  
(Office of Origin: S/ES-EX)*

#### **1 FAM 111 APPLICABILITY OF GENERAL STATEMENTS**

*(CT:ORG-240; 05-02-2011)*

In view of the similarity of responsibilities of the geographic regional bureaus, a single set of functional statements is provided to be generally applicable to all regional bureaus, except 1 FAM 118.1, which applies to all public affairs advisers assigned to the Department. If functions of any bureau, or of one of its units, differ significantly from those set forth in the general statements, the differences are covered in the separate bureau functional statements which follow this section.

#### **1 FAM 112 ASSISTANT SECRETARY**

*(CT:ORG-261; 03-28-2012)*

The Assistant Secretary:

- (1) Is responsible for the general conduct of U.S. foreign relations with the countries within the geographic region assigned to the bureau;
- (2) By Presidential directive, assists the Secretary of State in providing overall direction, coordination, and supervision of interdepartmental activities of the U.S. Government in the countries within their geographic area. This includes ensuring the adequacy of U.S. policy

for the countries within their regions and of the plans, programs, resources, and performance for implementing that policy. Also, the Assistant Secretary is particularly watchful for indications of developing crises and ensures appropriate action is initiated on a timely basis;

- (3) Actively supports chiefs of mission (COMs) in their geographic area and assists the COMs in carrying out their official duty to implement U.S. foreign policy and lead their missions effectively;
- (4) Serves as Executive Chairman of the National Security Council (NSC) Interdepartmental Group (NSC-IG) established by the President, with full powers of decision on all matters within the purview of the NSC-IG, unless a member who does not concur requests the upward referral of a matter;
- (5) Directly supervises the policy and operations of the bureau and provides overall guidance to the Foreign Service establishments within the region;
- (6) Exercises the authority conferred on the Secretary of State to authorize leave of absence of chiefs of mission who receive compensation in accordance with section 411 of the Foreign Service Act, as amended; and
- (7) Ensures the provision of an adequate, regular flow of information to posts abroad on U.S. Government policies, policy deliberations, and diplomatic exchanges at Washington, especially on matters that may result in negotiations and representations abroad.

## **1 FAM 113 DEPUTY ASSISTANT SECRETARY**

*(CT:ORG-261; 03-28-2012)*

The deputy assistant secretary performs such duties as may be assigned by the Assistant Secretary.

## **1 FAM 114 DIRECTORS**

### **1 FAM 114.1 Country Directors**

*(CT:ORG-261; 03-28-2012)*

a. Country directors serve as the single focus of responsibility for leadership

and coordination of Department and interdepartmental activities of the U.S. Government within their country or countries of assignment. This includes:

- (1) Providing continuing interdepartmental and intradepartmental planning, coordination, and implementation of decisions;
  - (2) Raising specific matters for consideration by the NSC-IG and participating in NSC-IG discussions concerning their country or countries of assignment; and
  - (3) Serving as the base for crisis operations, as necessary.
- b. Country directors provide general instructions and guidance for the operations of the Foreign Service establishments in their country or countries of assignment, including the provision of an adequate, regular flow of information on U.S. Government policies, policy deliberations, and diplomatic exchanges at Washington, DC, especially on matters that may result in negotiations and representations abroad.
  - c. Country directors ensure support to the ambassador's needs both within the Department and government-wide, and to the mission's entire range of requirements: policy, program, resources, operations, and administration.
  - d. Country directors maintain and coordinate relationships with foreign missions in the United States.
  - e. Country directors provide regular guidance on Foreign Service reporting.

## **1 FAM 114.2 Public Diplomacy Functions**

*(CT:ORG-261; 03-28-2012)*

- a. A bureau's public diplomacy office (or, as established, its public diplomacy unit or advisor) is responsible for incorporating public diplomacy considerations into bureau strategic planning and ensuring that public opinion abroad is considered in the policy-making process and in diplomatic tasks related to bureau issues.
- b. The public diplomacy office formulates strategies, usually implemented by posts abroad to foreign publics, generally including foreign-based media, to promote understanding of the United States and support for U.S. policy.
- c. The public diplomacy office ensures that public diplomacy activities

abroad support strategic bureau performance plan goals.

- d. Specifically, the public diplomacy office:
  - (1) Develops a public diplomacy strategy for all major bureau policy issues;
  - (2) Works with appropriate regional and functional bureaus, the Under Secretary for Public Diplomacy and Public Affairs (R), and the R family of bureaus and offices to develop and carry out public diplomacy strategies in programs that include:
    - (a) Media/information events;
    - (b) Exchanges;
    - (c) Speakers;
    - (d) Electronic and televised dialogues;
    - (e) Web sites;
    - (f) Publications; and
    - (g) Other available tools;
  - (3) Coordinates with own and other relevant bureau press and/or public affairs offices to assure that public statements intended for foreign audiences are also appropriate for domestic audiences and vice versa, and ensures that distribution channels for materials prepared for foreign audiences are separated from those prepared for domestic audiences;
  - (4) Works as appropriate with nongovernment organizations (NGOs), academics, private sector representatives, and interagency counterparts in support of public diplomacy campaigns; and
  - (5) Performs other functions appropriate to public diplomacy experience.

## **1 FAM 114.2-1 Bureau Public Diplomacy Offices**

*(CT:ORG-261; 03-28-2012)*

In addition to the responsibilities given in 1 FAM 114.2, bureau public diplomacy offices:

- (1) Have specific budget and oversight requirements for public diplomacy programs at posts abroad;
- (2) Work with posts abroad to prioritize public diplomacy programs and resources to support bureau goals;
- (3) Recommend to the Assistant Secretary resource allocations for public diplomacy program activities at posts abroad;
- (4) Monitor and support the flow of public diplomacy resources between missions abroad and Washington, DC headquarters, particularly the Under Secretary for Public Diplomacy and Public Affairs (R), the Bureau of Educational and Cultural Affairs (ECA), and the Office of International Information Programs (IIP); and
- (5) Identify issues for the Bureau of Intelligence and Research (INR) on which public opinion reporting is desirable.

## **1 FAM 114.2-2 Other Public Diplomacy Units**

*(CT:ORG-261; 03-28-2012)*

In addition to the responsibilities given in 1 FAM 114.2, other public diplomacy units:

- (1) Identify with senior bureau management, public diplomacy priorities especially regarding goals, audiences, time lines, and messages; and
- (2) Represent bureau interests to the Office of International Information Programs (IIP), the Bureau of Educational and Cultural Affairs (ECA), the Bureau of Public Affairs (PA), and public opinion elements of the Bureau of Intelligence and Research (INR) for program purposes.

## **1 FAM 115 STAFF DIRECTOR, NSC INTERDEPARTMENTAL GROUP (NSC-IG)**

*(CT:ORG-261; 03-28-2012)*

The Staff Director, NSC Interdepartmental Group (NSC-IG) provides staff support to the Assistant Secretary, who serves as Executive Chairman of the NSC-IG; ensures the submission of pertinent information and recommendations by the interdepartmental members for NSC-IG consideration; and follows up on the execution of their decisions.

## **1 FAM 116 EXECUTIVE DIRECTOR**

(CT:ORG-261; 03-28-2012)

The executive director:

- (1) Provides overall direction to all administrative and management activities for the bureau and for Foreign Service posts in the region and develops and executes programs for the bureau in support of substantive policy decisions;
- (2) Maintains liaison and coordinates with other areas of the Department and other U.S. agencies with respect to requirements for and utilization of personnel and financial resources; and
- (3) On behalf of the Assistant Secretary, exercises, with authority to redelegate, all administrative authorities delegated to and vested in the bureau by the central administrative area of the Department, except those authorities required by law, regulation, or otherwise, to be performed by the Assistant Secretary or higher authority, or by others specifically designated in writing.

## **1 FAM 117 STAFF ASSISTANT TO THE ASSISTANT SECRETARY**

(CT:ORG-261; 03-28-2012)

The staff assistant to the Assistant Secretary acts as staff aide to the Assistant Secretary and that officer's principal subordinates, directing the flow of action and information documents to and from them, ensuring coordination and completion of action.

## **1 FAM 118 SPECIAL ADVISERS**

(CT:ORG-62; 01-31-1995)

The titles and functions of most commonly required special advisers to the Assistant Secretary and the bureau are outlined below. In special cases, the Assistant Secretary may require other types of advisers. These are listed in the individual bureau sections. Some bureaus combine a number of these advisers into one office unit under a director.

### **1 FAM 118.1 Public Affairs Adviser**

(CT:ORG-261; 03-28-2012)

- a. The responsibilities of a public affairs adviser also apply to public affairs advisers assigned to functional bureaus.
- b. The public affairs adviser:
  - (1) Advises on public affairs and information matters (policy and operations) relating to the bureau's area of responsibility;
  - (2) Takes the initiative in informing, assisting, and maintaining close liaison with the Office of Press Relations (PA/Press) and the Bureau of Public Affairs (PA) in:
    - (1) The development and execution of the Department's public information policy;
    - (2) Ensuring compliance with Department regulations and procedures for review and guidance on all public affairs activities (for example, press conferences, speeches, or manuscripts for publication; press interviews, backgrounders, and radio-TV appearances) by Department and other U.S. Government officials; and
    - (3) Providing information and policy guidance to other U.S. agencies;
  - (3) Provides the Office of Press Relations with policy guidance material for the daily news briefings and Departmental and Presidential news conferences;
  - (4) Obtains the concurrence of the Office of Press Relations and/or the Bureau of Public Affairs on all communications to other agencies or to posts abroad concerning any aspect of public affairs;
  - (5) Acts as a source of information within the bureau for correspondents and inquiries from others on matters pertaining to the bureau where background information or in-depth briefing is required; and
  - (6) Upon request, assists in preparing speeches and other public information material.

## **1 FAM 118.2 Labor Adviser**

(CT:ORG-261; 03-28-2012)

The labor adviser:

- (1) Advises on labor, manpower, and social aspects of U.S. foreign relations pertaining to the bureau's area of responsibility;
- (2) Maintains close cooperation with the Special Assistant to the Secretary and Coordinator of International Labor Affairs on all labor matters, including the labor attaché program, and in coordination with that officer, maintains liaison as appropriate with other U.S. Government departments and agencies and with U.S. labor organizations; and
- (3) Advises directors for assigned countries and other bureau officers regarding the Department's international labor affairs program as it affects the posts in each country.

## **1 FAM 118.3 Economic Adviser**

*(CT:ORG-261; 03-28-2012)*

The economic adviser:

- (1) Advises, in coordination with the Bureau of Economic and Business Affairs (EB), when required, on economic policies and programs affecting the region and, as requested, those affecting particular countries;
- (2) Maintains liaison or conducts negotiations on an interdepartmental or intergovernmental level on economic and business matters of direct concern to the bureau, in coordination with the Bureau of Economic and Business Affairs (EB), the Immigration and Nationality Act (8 U.S.C. 1182(e)), as required, and subject to guidance from regional directors of assigned countries on matters having particular effect on individual countries;
- (3) Assists in the maintenance of contact with private U.S. interests regarding economic matters; and
- (4) Provides posts within the region with an adequate, regular flow of information concerning U.S. Government regional economic and commercial policies; policy deliberations on intraregional economic and commercial matters; and diplomatic exchanges at Washington, DC of a regional economic and commercial character, especially those that may result in negotiations and representations abroad.

## **1 FAM 118.4 Political-Military Adviser**

(CT:ORG-261; 03-28-2012)

The political-military adviser:

- (1) Advises on political-military matters affecting the region as a whole or certain countries;
- (2) Maintains liaison or conducts negotiations on an interdepartmental or intergovernmental level on region-wide political-military matters of direct concern to the bureau, in consultation with the Bureau of Political-Military Affairs (PM);
- (3) Coordinates political-military affairs within the bureau and with other bureaus, and in particular with the Bureau of Political-Military Affairs;
- (4) Serves as liaison between the bureau and the Department of Defense on regional matters; and
- (5) Represents and coordinates for the bureau on regional or multi-country aspects of scientific affairs and provides general liaison with the Bureau of Oceans and International Environmental and Scientific Affairs (OES).

## **1 FAM 118.5 Regional Planning Adviser**

(CT:ORG-261; 03-28-2012)

The regional planning adviser:

- (1) Participates in studies on current and long-range foreign policy planning and programming;
- (2) Maintains liaison with the Policy Planning Staff (S/P); and
- (3) Represents the bureau on various interdepartmental and intra-departmental planning and programming committees when regional concerns are involved.

## **1 FAM 118.6 United Nations Adviser**

(CT:ORG-261; 03-28-2012)

The United Nations adviser:

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- (1) Advises on and coordinates the bureau position in support of the Bureau of International Organization Affairs (IO) on matters affecting the region which arise in international organizations, principally the United Nations (UN) and its specialized agencies;
- (2) Serves, as appropriate, as adviser for the bureau during the annual sessions of the United Nations General Assembly (UNGA); and
- (3) Advises the Bureau of International Organization Affairs regarding composition of and instructions to U.S. delegations to certain international organizations and conferences.

## **1 FAM 119 UNASSIGNED**